

<b>ARCHIVAL MAGNETIC TAPE INVENTORY</b>		1. CONTROL NUMBER (For NARS Use Only)	
2. TO: OFFICE OF RECORDS MANAGEMENT NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D. C. 20408		3. FROM:	
4. ADDRESS OF TAPE LIBRARY			
5. DESCRIPTION OF RECORD CONTENT			
6. NATURE AND FREQUENCY OF USE			
<b>7. DETAIL</b>			
A. SOURCE DOCUMENT(S) USED AS INPUT		B. TYPE OF TAPE <input type="checkbox"/> PERIODICALLY REVISED OR UPDATED DATA <input type="checkbox"/> ONE-TIME COLLECTION OF DATA	
C. INCLUSIVE DATES FROM _____ TO _____	D. NUMBER OF REELS	E. LENGTH OF REELS	F. BPI USED
G. RUN BOOK <input type="checkbox"/> NO <input type="checkbox"/> YES (Describe)		H. DUPLICATION ELSEWHERE (Physical or Content)	
<b>8. DISPOSITION</b>			
A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		B. IF YES, WHEN WILL REELS BE TRANSFERRED TO NARS?	
9. SIGNATURE	10. TITLE	11. DATE	

GENERAL SERVICES ADMINISTRATION

GSA DC 69-3966

FORM 7036  
GSA SEP 68

## AGENCY TAPE LIBRARY CHARACTERISTICS SURVEY

1. AGENCY NAME	2. DIVISION OR SECTION	3. PERSON INTERVIEWED (Name)	4. PHONE (Code, ext.)
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## SECTION I - GENERAL

2. NAME OF MANUFACTURER(S) OF HARDWARE		2. MODELS OF HARDWARE	
3. NUMBER OF REELS	4. IF STANDARD 1/2" TAPE, GIVE LENGTH (Feet) <input type="checkbox"/> 300 <input type="checkbox"/> 1200 <input type="checkbox"/> 2400 <input type="checkbox"/> 3600		5. GPI USED
6. IF OTHER THAN STANDARD 1/2" TAPES MAINTAINED, GIVE SIZE AND NO. REELS			7. NUMBER OF PROGRAMS STORED ON TAPE
8. DESCRIBE ARRANGEMENT OF REELS			
9. NUMBER OF DISK PACKS		10. DATE OF EARLIEST TAPE	11. NUMBER OF TAPES MORE THAN FIVE YEARS OLD
12. LIST PROGRAMS FOR WHICH TAPE IS RETAINED FIVE YEARS OR MORE			

13. ARE THERE DIFFICULTIES IN READING OR CORRECTING OLDER TAPE? ☒ NO ☐ YES (Explain)

14. DOES LIBRARY MAINTAIN RUN BOOKS AND OTHER PROGRAM DOCUMENTATION? ☐ NO ☐ YES (Briefly describe)

15. SAMPLES OF TAPE LABELS, RECEIPT, AND DISCHARGE FORMS FURNISHED ☐ NO ☐ YES

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## SECTION II - LIBRARY ENVIRONMENT

1. IS LIBRARY AIR-CONDITIONED? ☐ NO ☐ YES
2. INSPECTION OF TEMPERATURE AND HUMIDITY  
☐ CONTINUOUS ☐ PERIODIC ☐ IRREGULAR ☐ NONE
3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY

4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE? ☐ NO ☐ YES
5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL? ☐ NO ☐ YES
6. HOW IS LIBRARY PROTECTED FROM FIRE?  
☐ FIREPROOF FACILITIES ☐ SMOKE DETECTION DEVICE ☐ SPRINKLERS ☐ CARBON DIOXIDE SPRAY ☐ OTHER (Specify)
7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.)

8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.)

## SECTION III - PRESERVATION TECHNIQUES

1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY:  
☐ FILE PROTECTION RING ☐ RECORDING RETENTION PERIOD ON LABEL ☐ SPECIAL PROTECTION DEVICE IN HARDWARE ☐ OTHER (Specify)
2. INFREQUENTLY USED TAPES REWOUND  
☐ NO ☐ YES (How often)
3. TAPES CLEANED?  
☐ NO ☐ YES (How often)
4. TAPES RECERTIFIED  
☐ NO ☐ YES (How often)
5. TESTING MATERIALS AVAILABLE  
☐ NO ☐ YES

## SECTION IV - REMARKS

NAME OF EXAMINER

DATE

GSA GC 68 5562

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